



CAPITAL IMPROVEMENT PROJECTS DIRECTOR

Job Code: 3015

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o021

NATURE OF WORK

Highly responsible managerial position with considerable difficulty, handling all capital improvement projects. Supervision is exercised over subordinate supervisory, administrative, technical and clerical employees.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, and controls departmental activities and directs subordinate personnel in all functions relating to capital improvement projects
- Serves as a focal point for the planning and construction management activities associated with capital projects work being funded by G.O. Bonds
- Coordinates the different CIP constructions project activities in the three geographic regions of Miami Beach
- Assures an on going focal point is established and maintained for capital projects after the completion of the various bond-funded projects
- Meets with public officials and civil organizations to explain various department projects and programs
- Meets with Division Heads to discuss the priorities, scheduling, assignments, problems, and special projects or emergencies to insure proper and prompt action is taken towards resolving departmental situations
- Reviews and analyzes reports, budget, plans, specifications, bids, contracts, and other correspondence submitted from within the department or by outside utility agencies and consultants to insure compliance with prescribed standards, rules, and regulations
- Trains other employees concerning their duties or departmental functions
- Conducts research and investigations relating to department operations
- Develops, implements, evaluates, and maintains departmental programs
- Coordinates the activities of the Capital Improvements Office with other City work programs and departments and with other agencies
- Assesses personnel training needs of the department in order to plan, organize, and implement appropriate training programs
- Assesses equipment needs in order to make recommendations regarding equipment acquisitions and utilization
- Prepares and administers the department budget
- Administers personnel actions within the Department in accordance with City procedures
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of principles, methods, materials, equipment, and practices of planning, engineering, construction, and project management activities
- Extensive knowledge of the principles of general management, public and business administration, and their application to governmental administration
- Extensive knowledge of supervisory principles and practices
- Extensive knowledge of the principles and procedures used in budget preparation, justification, monitoring, and reporting
- Considerable knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations or the ability to acquire such knowledge

- Considerable knowledge of the principles and practices of modern office administration
- Considerable knowledge of public relations principles and techniques
- Considerable knowledge of the principles and practices of public personnel administration and City personnel policies and procedures, or the ability to acquire such knowledge
- Considerable knowledge of basic accounting principles, practices, and procedures and their application to governmental computerized accounting systems
- Ability to train subordinate employees in the area of their work assignment
- Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public
- Ability to give and carry out complex verbal and written instructions
- Ability to express ideas and information clearly and concisely, both verbally and in writing
- Ability to evaluate supervisory and subordinate employees' performance
- Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply them to a variety of problems
- Ability to supervise a staff of administrative employees in a manner conducive to full performance and high morale
- Ability to develop and implement administrative programs and procedures and to evaluate their effectiveness
- Ability to exercise judgment and discretion in devising, installing, and interpreting City rules, regulations, policies, or procedures

MINIMUM REQUIREMENTS

- Extensive experience of a responsible managerial and administrative nature with large capital programs or related experience in a high-level municipal management position
- Graduation from an accredited college or university with major course works in Public or Business Administration, Civil Engineering, or equivalent
- Experience can substitute for education on a year-for-year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General and specific assignments are received from an Assistant City Manager
- Work is performed with little supervision and broad latitude for use of independent judgment in the selection of work methods and procedures

SUPERVISION EXERCISED

- Supervises the work of supervisory, administrative, clerical, technical, and all other employees within the department